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**United States Department of the Interior**  
**BUREAU OF INDIAN AFFAIRS**  
Human Resources Office - BIE  
1011 Indian School Road NW, Suite 150  
Albuquerque, New Mexico 87104



**MAR 20 2015**

**Memorandum**

**To:** Director, Bureau of Indian Education

**From:** Human Resources Officer-Bureau of Indian Education *Thomas Heltz*

**Subject:** Alternative Pay Setting Method for Substitute Teachers at Chemawa Indian School

**Issue:**

Chemawa Indian School (Chemawa) is beleaguered by problems with recruitment and retention of substitute teachers due to compensation incompatibility with surrounding school districts. Substitute teachers are necessary to aid Chemawa in staffing their classrooms during absence of professional teachers. The objective is to figure out how to alleviate the identified pay lag that currently exists in order to make Chemawa more competitive in attracting and retaining qualified substitute teachers.

**Analysis:**

On this premise, Chemawa personnel conducted a pay survey to establish and document the difference of pay for their substitute teachers in comparison to similar positions in Salem-Keizer School District, a primary competitor for Chemawa. About 71 schools are in this school district, but only the closest ones to Chemawa were polled.

Results showed that the minimum hourly rate of pay for substitute teachers is \$22.87 in Salem-Keizer District as opposed to \$19.79 (based on Education Pay Scale; Pay Level 3, Increment 1) for substitute teachers at Chemawa. After 10 work days, the pay for competitors increases to \$26.80 hourly rate.

Qualification and pay setting for substitute teachers in BIE are covered by the current Excepted Qualification Standard No. 30, Job Category for Tutor/Substitute Teacher/Classroom Monitor, 1712, dated 7/26/1983. Pay Level ranges from 01 to 03; pay setting is contingent on education and experience. Education Pay Scale for Portland-Vancouver-Beaverton, OR-WA is used to set the pay for education positions in the geographic area where Chemawa is located, which is structured to align with average market pay rates in this area.



**Solution:**

Based on the analysis, an adjustment in pay setting method under the Education Pay Schedule covered in the 62 BIAM 11.49 is justified for qualified substitute teachers at Chemawa. Beginning pay for qualified substitute teachers will be set at Pay Level 03 Increment 10 (current hourly rate is \$25.05) of the Education Pay Schedule.

**Qualifications:**

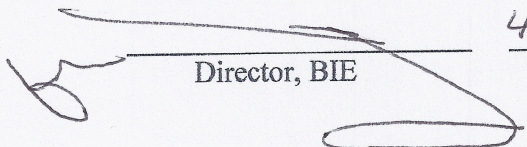
Qualified substitute teachers must have Bachelor of Science Degree from an accredited college or university.

**Grandfather Clause:**

Current incumbents of these positions will be grandfathered in at Pay Level 03 Increment 10, but they must meet the qualification requirements at this level.

If you have questions, please contact Ms. Doris A. Willie, Classification Specialist, at 505.563.5307, or via email [doris.willie@bie.edu](mailto:doris.willie@bie.edu). You can also contact Mr. Thomas Hettich, HR Officer-BIE, at 505.563.5300 or via email [thomas.hettich@bie.edu](mailto:thomas.hettich@bie.edu).

**Attachments****Approved:**

  
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Director, BIE

4/8/2015  
Date